



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY CONTRACTING COMMAND, EUROPE  
REGIONAL CONTRACTING OFFICE WUERZBURG  
FAULENBERG KASERNE, GEB. 216  
97076 WUERZBURG



SFCA-ECW  
Office of the Chief

27 June 2005

**IMPORTANT NOTICE**

To all Vendors, Contractors, and Governmental Agencies

Effective 1 October 2005, ALL individuals, businesses, and governmental entities doing business with the U.S. Army Contracting Command Europe will be required to:

1. Have a valid and active Data Universal Numbering System (DUNS) number
2. Obtain a Contractor and Government Entity (CAGE) Code if you are a US firm or a NATO CAGE if you are a Foreign Vendor.
3. Register in the Central Contractor Registration (CCR) Data Base (Registration was already mandatory for US Vendors; now Foreign Vendors must also comply.)
4. Provide a Tax Identification Number (US Firms)/Value Added Tax Exemption number (All Foreign Vendors).

In accordance with Federal Acquisition Regulation (FAR) 25.003, a foreign vendor is defined as a contractor or subcontractor organized or existing under the laws of a country other than the United States.

In accordance with FAR 4.602(d), a DUNS number which is a nine-digit number assigned by DUN and Bradstreet Information Services to an establishment, is the Contractor Identification Number for Federal contractors. Foreign vendors can obtain the DUNS number from [www.dnb.com/de](http://www.dnb.com/de).

Telephone: 06151-1375-777/888  
Fax: 06151-1375675

US Firms can obtain the DUNS from  
[http://www.dnb.com/us/duns\\_update/index.html](http://www.dnb.com/us/duns_update/index.html)

Telephone: 800-234-3867  
Email address: [custserv@dnb.com](mailto:custserv@dnb.com)

Foreign vendors can obtain its NATO Contractor and Government Entity (CAGE) Code from [http://www.dlis.dla.mil/nato\\_poc.asp](http://www.dlis.dla.mil/nato_poc.asp) PRIOR to logging on to the CCR website.

Registration in the CCR Data Base can be accomplished via the Internet and will automatically assign a CAGE code to your firm if you are a US Vendor.

**In the future, vendors will be prohibited from conducting business with the U.S. Army Contracting Command Europe if they are not registered with CCR. To assist you in your registration, follow the instructions provided below after obtaining the DUNS number and a CAGE Code:**

1. Go to CCR's homepage at <http://www.ccr.gov>

2. Click on "Start New Registration."
3. When prompted, enter your DUNS number. Click "Submit".
4. Provide all mandatory information and any applicable optional Information. (Mandatory information is marked in green with an \*next to it.)
5. Click "Validate/Save" when finished entering all your information on each page.


HELPFUL HINT: At the CCR registration web page, there is a "CCR-Handbook Tab" available to assist you in the registration process. There you will find 3 helpful links to support your registration process.

**Registration in CCR for Foreign vendors and US Firms is valid for ONLY one year. Therefore, it is imperative that you keep the Trading Partner Identification Number (TPIN) initially assigned to you when you registered in CCR. It will be needed when you update your registration.**

If you are a US Firm and have any questions or require assistance regarding CCR registration, please contact Ms. Joanna Rodriguez at 011-49-621-487-3213 or send an email to [joanna.rodriguez@us.army.mil](mailto:joanna.rodriguez@us.army.mil). All Foreign vendors can contact Mr. Thomas Copeland at 0621-487-3206, email [thomas.copeland1@us.army.mil](mailto:thomas.copeland1@us.army.mil) for assistance.

We value our business relationship with you and look forward to many more years of association. Please help us avoid the possibility that our relationship will be interrupted in the future, by completing the CCR registration process **now**. We thank you for your understanding and appreciate your support.

Sincerely,



EILEEN HIPE  
Chief, Regional Contracting Office  
Würzburg